



MCFRS

Division of Support Services

FACILITIES MAINTENANCE SECTION

Presentation for Officers

The Division of Support Services remains committed to providing the service and support you all require in order to better focus on our primary missions.

WHO ARE WE?

- **MCFRS Facilities Maintenance Section is staffed 24/7...365 by combination of Career and Civilian personnel.**
- **Our current complement is:**
- **1 uniformed Captain,**
- **1 uniformed Lieutenant,**
- **1 uniformed MFF as needed**
- **2 civilian personnel.**





WHO FIXES WHAT?



What is it?

- **Facilities & Stations**
- **Fuel Pumps / Station out of fuel**
- **DrinkMore Water Restock**
- **Apparatus Pig Tails**
- **Phones, Radios and Station Alerting**

Who fixes it?

Facilities Section

Fleet Support

Linda Ingram

Small Tools

TechOps

What form to use?

Facilities Defect Reporting System

Email to Shereen Blanton and Steve Lamphier

Email to Linda Ingram...Do not contact vendor

Small Tools Defect Reporting System

TechOps Service Request



WHERE AM I WORKING?

**Facilities Maintenance Section
oversees and manages the
maintenance and repair of all
Fire/Rescue Stations and Worksites.**

We have 2 different types of worksites:

- DGS managed
- MCFRS/LFRD managed



REMEMBER...



DGS Facilities- DGS covers major components like Structure, Roof, Bay Doors, Plumbing, Electrical, HVAC, Windows and Doors.

**All ancillary items are managed by Fire Rescue Facilities Section.
*Examples of items handled by Facilities Section at DGS worksites-
appliances, furniture, and PT equipment***

***Why do I need to know that?* Your path of reporting is different at the station level depending on the “type” of worksite you are working at.**





COUNTY OWNED FACILITIES

FS01 FS02 FS10 FS15 FS18 FS22

FS25 FS29 FS31 FS32 FS34 FS35

CMF/Logistics/SCBA PSTA PSHQ

FROMS CSB PSCC AECC CISM Offices

FEI Annex

Dover Road



LFRD OWNED FACILITIES

FS03 FS04 FS05 FS06 FS07 FS08 FS09 FS11 FS12 FS13 FS14

FS16 FS17 FS19 FS20 FS21 FS23 FS24 FS26 FS28 FS30 FS33

FS40 R2





WHAT TYPE OF ISSUE DO I HAVE?



Routine Repair Issues

- Not time-sensitive and does not affect safety or operational readiness.
- Example types...leaky faucet, preventative maintenance, PT equipment OOS, etc.

Priority Repair Issues

- Somewhat time-sensitive and has potential negative effect on safety or operational efficiency.
- Example types...HVAC issues during moderate weather, critical appliance out of service, or anything that may cause greater damage if not addressed.



WHAT TYPE OF ISSUE DO I HAVE?

URGENT ISSUES

- Time-critical, negative impacts on safety or operational capability.
- Example types...Inoperable bay-door causing a security or operational impact that cannot be overcome, significant active water/sewer leak, HVAC issues during extreme weather, or any safety issues.



I KNOW WHERE I AM WORKING & WHAT TYPE OF ISSUE...*NOW WHAT?*

Routine Repair...

- Enter defect into MCFRS Fire Station Defect Reporting System. (*check for prior entry before submission to avoid duplication*).
- The reporting system sends an automated notification of the defect submission to the Station Commander, the designated LFRD representative (when applicable) the LFRD Chief and President (when applicable) and the Fire Facilities Team.

Step 2: Review existing defect reports for 01-FAC

Search Defects

View defects entered between 4/1/2019 and 4/20/2020 Category ☒ Open Defects Only? [List Defects](#)

Entry Date: 4/16/2020	Reported By: Travis Branch	Facility: Station 01
Urgent Issue: Yes	Location: Station 1	Category: Facility Systems - HVAC
Defect Status: Pending	Defect#: 10064	Vendor Status:
Repairs Needed: TEST		
Action Taken: TEST		

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PRIORITY REPAIR:

- **Enter defect into MCFRS Fire Station Defect Reporting System. (*check for prior entry prior to submitting a duplicate*).**
- **The reporting system sends an automated notification of the defect submission to the Station Commander, the designated LFRD representative (when applicable) the LFRD Chief and President (when applicable) and the Fire Facilities Team. Email the on-duty BC and the LFRD Liaison BC (when applicable) for a courtesy notification.**



URGENT ISSUES COUNTY OWNED:

Immediate Actions (complete all actions):

- Take reasonable actions necessary to decrease the impact (e.g., shut off water). **Immediately call DGS Facilities Management (240) 777-7777 and tell them this is an EMERGENCY REPAIR.** *Examples...Station is unsecured need vendor immediately; HVAC is down and no heat/air conditioning or the defect has a direct impact to Operational Readiness.*
- Record the name of with whom you spoke and the time.
- Call the on-duty BC for notification purposes. If there is no answer, leave a descriptive message of the problem and provide call back information.
- Call the on-call Facilities Point of Contact as listed in the DOC Log. Inform the POC of the emergency and that DGS Facilities Management has been called. If there is no answer, leave a descriptive message of the problem and provide call back information.
- **Enter the MCFRS Fire Station Defect Reporting System. Check the “Urgent Issue” check box at the top of the defect entry form.** (The reporting system sends an automated notification of the defect submission to the Station Commander and the Fire Facilities Team.)



URGENT ISSUES LFRD OWNED:

Immediate Actions (complete all actions):

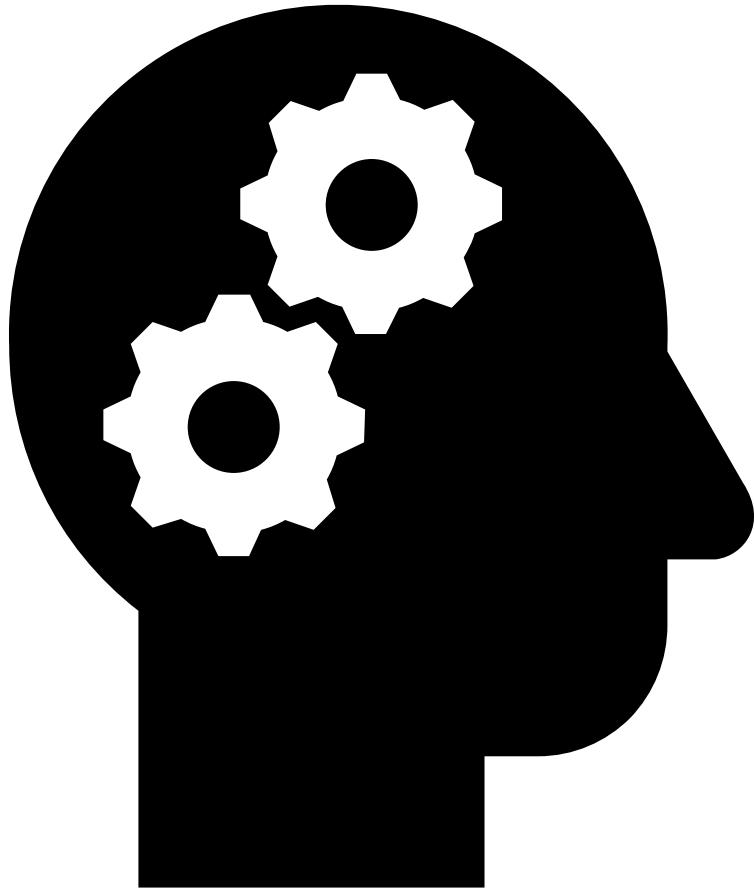
- Take reasonable actions necessary to decrease the impact (e.g., shut off water). Immediately call the on-call **Facilities Point of Contact as listed in the DOC Log**. If there is no answer, leave a descriptive message of what the problem is and provide call back information.
- Call the on-duty BC for notification purposes. The on-duty BC will notify the on-duty DOC for notification purposes.
- **Enter defect into the MCFRS Fire Station Defect Reporting System. Check the “Urgent Issue” check box at the top of the defect entry form.** (The reporting system sends an automated notification of the defect submission to the Station Commander and the Fire Facilities Team.)



ADDITIONAL SERVICES / FACILITY UPGRADES

- **Any requests for services outside of defects must be communicated via the Station Commander.**
- **Examples are furniture replacement, need carpet cleaned, and floors need waxed...are a just few.**





TROUBLESHOOT YOUR ISSUES BEFORE CONTACT...

We are problem solvers...try and solve the problem before you make notifications.

Example...My Bay Door will not close...

- Are the safety eyes aligned?
- Does the safety edge take batteries? If so, did you change them?
- Remote not working...did you change the batteries?
- Is the circuit breaker tripped?



ENOUGH SAID... QUESTIONS???



We are always here to help...feel free to call and ask questions at any time!

